

SENIOR DIVERSITY SPECIALIST

Purpose:

To actively support and uphold the City's stated mission and values. To plan, organize and coordinate a variety of programs related to diversity education/awareness, marketing, and image building for the City. Develop and coordinate special events and diversity programs as requested by management and elected officials to promote the City of Tempe; and to provide support to the Diversity Department Manager.

Supervision Received and Exercised:

Receives general direction from the Diversity Manager.

Exercises direct supervision over administrative assistant staff and may exercise functional supervision over professional staff.

Examples of Duties:

This class specification is intended to indicate the basic nature of positions allocated to the class and examples of typical duties that may be assigned. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.

Duties may include, but are not limited to, the following:

- Assist with the Diversity Manager's efforts to develop, plan, and implement department goals and objectives and to provide strong, visionary, and innovative management and leadership for the Diversity Department in accordance with the City's Mission and Values.
- Work closely with the Diversity Manager in serving as a liaison to Human Resources on workplace related diversity issues.
- Oversee public relations efforts for the department; create press releases, hold press conferences, and serve as direct media contact and spokesperson for all diversity event information; develop public information materials needed for diversity events including programs, fact sheets, scripts, strategies and supportive information for speeches; identify, develop and place stories in various media outlets as they relate to events.

CITY OF TEMPE Senior Diversity Specialist (continued)

- Develop public information materials needed for diversity events including programs, fact sheets, scripts, strategies and supportive information for speeches; identify, develop and place stories in various media outlets; plan and coordinate all activities related to diversity events, such as developing creative ideas and themes for events along with decorations; identifying locations and dates; selecting the staff; selecting and following-up with vendors; preparing guest lists and invitations; acting as event host as appropriate; etc.
- Prepare, administer, and monitor the annual operating budget for the Diversity Department; prepare cost estimates for budget recommendations; monitor and control expenditures; keep the department manager apprised of any budget concerns.
- Represent the department on various taskforce projects, boards and committees.
- Provide information, guidance, and assistance to supervisors and employees on diversity related topics or work related concerns; assist the Diversity Manager with the department's role as one of the City's "safe havens."
- Work on the Diversity Steering Committee, chairing subcommittees to create and maintain workforce employee programs and networking groups.
- Act as the Diversity Manager's and the City's representative at diversity related meetings and events; attend, facilitate and speak at conferences and workshops; prepare and give presentations.
- Create and maintain the Diversity Office's databases, such as the supplier diversity statistic program.
- Participate in the process of developing the City's policies and procedures; advise department managers and supervisors on City-wide diversity policies and procedures.
- Assist the Diversity Manager with facilitating and coordinating the City's diversity initiatives.
- Work closely with the Diversity Manager to coordinate specialized and customized diversity training for the City and to assist with conducting the training.
- Respond to requests for information and to resolve complaints from a variety of internal clients and external customers.

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Senior Diversity Specialist (continued)

Meet with elected officials, City Manager, senior management, boards and commissions, and/or neighboring city representatives to create and promote

the City's diversity related programs and events; research and network within the community and with diversity organizations to seek out further educational

programming opportunities.

Serve as staff liaison in support of the Tardeada Advisory Board; provide staff support as needed to the Human Relations Commission; support other city

committees as appropriate.

Act in the absence of the Diversity Department Manager as appropriate.

Experience and Training Guidelines:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. The hiring department may include job related experience, training or license and certification preferences at the time of

recruitment. A typical way to obtain the knowledge and abilities would be:

Experience:

Three years of responsible public relations, media relations, event management, or public affairs experience, preferably with a diversity focus for a government agency.

Training:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in communications, journalism, public relations, business

administration, public administration or related field.

Licenses/Certifications:

None

This position is included in the City's classified service, pursuant to City of Tempe

Personnel Rules and Regulations, Rule 1, Section 103.

Job Code: 350

FLSA: Exempt